

DC Government Career Opportunities

Job Title:	Legislative Analyst
Requisition Number:	JO-1506-2621
Grade:	13
Salary Range:	\$82,627.00 - \$106,468.00
Promotion Potential:	No
Agency:	Insurance, Securities and Bank
Location:	
Area of Consideration:	Open to the Public
Opening/Closing Date:	6/10/2015 - 7/25/2015

JOB SUMMARY

Introduction

This position is located in the District Department of Insurance, Securities and Banking (DISB or Department), Office of the General Counsel. The incumbent is responsible for analyzing and managing DISB's legislative review process. The Legislative Analyst will serve as the primary point of contact for DISB to: (1) obtain information about draft or pending legislation; (2) monitor legislation before the Council of the District of Columbia (Council) and the United States Congress (Congress); (3) strategize with DISB staff regarding federal, regional, Council, and Congressional relations; and (4) write reports and testimony for presentation to the Council.

Major Duties

Works with DISB's Commissioner, Deputy, and General Counsel in preparing the DISB's legislative program, which includes major legislation to be proposed to the Council of the District of Columbia by DISB each year. Conducts legislative and policy analysis of all new and pending legislation that might affect the operations of the Department. Provides project analysis support to the Office Staff or the Attorney for Legal matters. Assures that policy issues and recommendations are well defined, and recommends needed amendments to laws, regulations and other rules. Develops legislative strategy for promoting initiatives and programs.

Develops and maintains an effective working relationship with key program officials to remain thoroughly conversant with operational needs to the Department. Keeps abreast of significant scheduled events that include Council and Congressional hearings and legislative activities. Assures that Department managers are provided with clear and concise analysis and interpretation of legislation, reports, testimony, statements, and hearings relevant to the Department's programs. Produces written documents including testimonies, statements, letters, and other informational materials. Formulates legislative reports describing DISB's position on pending legislation and prepares reviews and examines important correspondence prepared by

other offices in DISB, bearing on pending or proposed legislation that impacts the mission of DISB for completeness and conformity with requests made and directives issued.

Reviews proposed legislation, committee reports, and other legislative documents and materials to determine potential impact and need for action by the Department. Coordinates the development and interagency review of legislative proposals from the Executive Office of the Mayor of the District of Columbia. Coordinates the interagency review of agency testimony and letters to the Council expressing views on legislation it is considering. Tracks legislative developments in the Council and Congress and ensures that DISB's positions or concerns relative to the legislation are made known to the Council and Congress in a timely manner. As assigned, attends and participates in hearings before committees of the Council and Congress pertaining to proposed laws or legislation relative to the functions of DISB.

Assist with the review the current DC laws and regulations to ensure that existing and proposed DISB policies, procedures and regulations are consistent with governing law. Identifies and integrates key issues affecting the Department, including political, economic, social, technological and administrative factors. Reviews the D.C. Register and monitors other sources of federal and local legislative information on a regular basis. Compiles statistical and status reports of assigned matters. Performs other related duties as assigned.

Collective Bargaining Unit (Union)

This position is in a collective bargaining unit and you maybe required to pay an agency services fee through direct payroll deduction.

Supervisory Control

Works under the general supervision of the General Counsel, who makes assignments and sets the overall objectives. The incumbent and the Commissioner, in consultation, develop deadlines, projects, and work to be done. The incumbent plans and carries out successive steps of the work, handling problems and deviations in accordance with instructions, governing guidelines, policies, previous training and experience. Incumbent works with a high degree of independence, and is relied upon for timely and accurate accomplishment of legislative assignments and special projects. Many tasks and projects will be self-generated. Work is reviewed in terms of legal compliance and sufficiency, quality and timeliness of work, feasibility, and effectiveness in meeting requirements.

Qualifications

Comprehensive knowledge of the overall mission and programs of the Department. Comprehensive knowledge of governing laws and regulations of the Department's programs and operations.

Expert knowledge of the legislative process of the District and federal governments, and Council and Congressional proceedings in order to provide advice and direction on legislative activities.

Expert knowledge and ability to review, interpret, analyze, critique and draft legislation and identify legal challenges or issues that may arise because of pending or existing legislation. Ability to conduct legal research.

Knowledge of the methods, practices, and techniques of monitoring governmental legislative and regulatory agendas, and identifying those initiatives that impact upon local government agencies.

Must possess excellent work management skills, to establish priorities when presented with conflicting demands, and to ensure the completion of multiple tasks under extremely, imposed short deadlines.

Excellent oral and written communications skills.

Ability to conduct briefings and present ideas and recommendations clearly.

Ability to work effectively with Council and Congressional staffs and officials, agency managers, stakeholders, other District Government agencies and offices, and other appropriate parties in carrying out the duties of the position.

Ability to deal effectively with pressure; maintaining focus and intensity and remaining persistent, even under adversity; recovering quickly from setbacks.

Ability to negotiate and mediate constructive solutions to complex and contentious Issues.

Strong computer skills are required including knowledge of, and proficient in the use of operating a personal computer (PC), utilizing Microsoft Word, Excel, Access, PowerPoint, etc., and a willingness to learn new technology associated with assigned work tasks.

Licensures, Certifications and other requirements

None

Education

Bachelor's Degree and at least five (5) years of relevant work experience; or equivalent combination of education, training and/or experience.

Work Experience

Bachelor's Degree and at least five (5) years of relevant work experience; or equivalent combination of education, training and/or experience.

Work Environment

The majority of the work is performed in an office which is an adequately heated, lighted, and ventilated non-smoking environment. The incumbent is required to frequently travel between District government buildings to participate in various off-site meetings and events.